

# Hargreaves Contracting Ltd

## EQUAL OPPORTUNITIES, DIVERSITY & AGE DISCRIMINATION POLICY

### **Commitment to Equal Opportunities**

The Company is committed to the principle of equal opportunities in employment and in equal pay for work of the same or similar nature of work of equal value. The Company declares its opposition to any form of less favourable treatment or financial reward, whether through direct or indirect discrimination, harassment, victimisation or segregation accorded to Employees or job applicants, on the grounds of their race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital / parental status, sex, sexual orientation or physical or mental disabilities etc.

The Company similarly declares their opposition to any form of less favourable treatment accorded to Employees or applicants on the grounds of non job-related handicaps and unfair discrimination on grounds of age.

The Company recognises its obligations under the Equality Act 2010.

- (a) for the elimination of discrimination on grounds of sex or marital status and the promotion of equal opportunity in employment;
- (b) for the elimination of racial discrimination and the promotion of equal opportunity in employment; and
- (c) for the elimination of discrimination in pay between men and women for work of the same or similar nature or work of equal value.

## **Employment Practices**

The Company states its wholehearted support for the principles and practices of equal opportunities and recognises that it is the duty of all Employees to accept their personal responsibility for fostering a fully integrated community at work by adhering to the principles of equal opportunity and maintaining racial harmony.

The Company will actively promote equal opportunities throughout the Organisation through the application of employment policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills and abilities. All Managers and Supervisors will seek to ensure that all Employees comply with these principles.

The Company will ensure that individuals are recruited and selected, promoted and trained on objective criteria having regard to the relevant aptitudes, potential, skills and abilities. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute indirect unfair discrimination.

The Company recognises the problems that sexual, racial and other forms of harassment may cause at work and is committed to ensure that such unacceptable behaviour does not take place. All forms of harassment are abhorrent and will not be tolerated by the Company. Sexual and racial harassment is regarded as unlawful discrimination and, along with other forms of harassment, are equally regarded as against Company Policy and all such cases will be dealt with under the disciplinary procedure.

## **Monitoring and Review Arrangements**

The Company recognises that the regular monitoring of ethnic origin and sex of Employees and Applicants is essential to the thorough review of the effectiveness of this Policy and to this end, the Company will initiate equal opportunity monitoring. The Company also undertakes to monitor pay rates and grading so that no conscious or unconscious bias will occur in the pay rates of men or women.

The successful implementation of this Policy depends upon the regular examination and progress towards equal opportunity and the development of local initiatives. To this end the Personnel Department may start their own Monitoring and Review Procedures.

The practical application of this Policy will be subject to regular review by the Directors.

## **Grievance and Disciplinary Procedures**

The Company will ensure that any individual or group of Employees who believe that they have experienced direct or indirect unfair discrimination are properly represented in any grievance proceedings. Any Employee who feels that he or she has been treated unfairly in connection with his / her employment should raise his / her grievance through the appropriate grievance procedure when every effort will be made to secure a satisfactory resolution. In addition, the Company will ensure that any Employee making a complaint of unfair discrimination will be protected from any victimisation in any form.

The Company will continue to treat unfair discriminatory conduct by any Member of Staff as a disciplinary offence.

## **Training and Advertising**

The Company will train, develop and promote on the basis of merit and ability. The Company will also provide suitable and relevant equal opportunity training as necessary for all Staff, including Line Supervisors and Managers. The Company will seek to encourage Employees and Applicants who may have been traditionally discriminated against or where there are none or very few of that sex or race in any particular job or location.

When vacancies are advertised both internally and externally, the Company will continue to ensure that such advertising, both in placement and content, is compatible with the terms of this Policy. To this end, opportunities will be taken through language, images or declarations, as appropriate, to show that the Company is an equal opportunities Employer. In practical terms this means that the wording of advertisements will be carefully scrutinised to ensure that any hidden discrimination is avoided or sexually or racially loaded wording is avoided. Every effort will be made to ensure that the advertisements are placed in newspapers and publications so that as wide a readership as possible has access to the vacancies.

This may include the placing of advertisements in ethnic publications and women's magazines. To this end, 'word of mouth' advertising, personal contracts and family relationships will be discouraged as a means of recruiting new Staff or promoting existing Staff.

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## **Rehabilitation of Offenders**

It is the Company's Policy not to discriminate against anyone who has had a 'spent' conviction under the Rehabilitation of Offenders Act 1974. Under this Act it is unlawful to refuse to engage or to dismiss on the grounds of a spent conviction.

## **Equal Opportunities Policy Relating to Disability**

The parties to this agreement are committed to equal opportunities for Employees regardless of whether or not they have a disability. The principle will apply to the operation and implementation of all policies.

It is recognised that equal opportunities for disabled people may require adjustments to the working environment or other employment arrangements. These will be carried out wherever reasonable.

Discrimination against disabled people is unlawful under the Disability Discrimination Act 1995. This includes harassment on the grounds of disability, and any less favourable treatment for a reason related to disability, or failure to make reasonable adjustment, which cannot be justified. Any Employee who believes that he or she has been unfairly discriminated against for a reason related to their disability can use the grievance procedure.

Disciplinary action will be taken against any Employee who is found to have committed an act of discrimination, and serious breaches of the Policy will be treated as gross misconduct.

## **Sexual Harassment Policy**

The Company does not tolerate sexual harassment of its Employees by other Members of Staff. Sexual harassment is unlawful and has no place in this workplace. Accordingly, the Company has published this Policy Statement which we hope makes clear our commitment to our Employees enjoying a working environment free from sexual harassment. Employees suffering sexual harassment should not hesitate to use the procedures set out below - please do so because it is in all our interests.

All Employees have a responsibility to comply with this Policy and to treat Colleagues of both sexes with dignity and respect. Conduct which may amount to sexual harassment is often not intended to cause offence but occurs because of a lack of awareness of other people's feelings.

Allegations of sexual harassment will be dealt with seriously and confidentially. Employees should not fear victimisation on bringing complaints. However, you should always remember that any complaint which is made should be serious and should not be used as a way to retaliate against a fellow Employee.

## **Age Discrimination Policy**

### **Introduction**

This document sets out the Company's Policy on age discrimination. It is an overview of the Company's cultural approach and is not intended as a technical guide to the Legislation.

## **Recruitment**

- Job Application Forms will not contain questions relating to date of birth.
- Where qualifications are listed there will be no requirement to state date of award.
- There will be no requirement for minimum periods of experience or qualification.
- There will be no requirement stated for “graduates” as this may indirectly favour younger persons.
- Qualifications being stated as required will not disadvantage applicants of particular age groups (e.g. new qualification types will not be specified).
- Advertisements will be placed in a cross-section of media (not limited to specific age-related publications).
- Advertisements will not be worded in a way which relates to younger Staff.
- Selection will not be made on the basis of age.
- No questions will be asked at interview relating to future working plans.
- No questions will be asked at interview which relate to the candidate’s ability to interact with “younger” or “older” existing Staff.

## **Retirement**

- Retirement age will be set at 65 as standard.
- Employees have the right to request working beyond 65, and the Company will consider these requests.

## **Training**

- Training and development will be open to all Staff regardless of age or perceived length of future service.
- Selection for training and development will be on the basis of job need or personal development requirements only.
- There will be no assumptions made relating to the willingness of individuals to undergo training based on age or length of service, or future potential service.

## **Appraisal**

- Identical standards of work performance will be set for all Staff regardless of age.
- Age, length of service, maturity or similar age based factors will not be taken into account when assessing or recording, or discussing performance.
- Age or length of service will not be a factor in selection for promotion.

## **Redundancy**

- Age will not be a factor in selecting Staff for redundancy.
- Length of service will not be a factor in assessing Staff for redundancy.



## **Equality**

- Age discrimination, either directly or indirectly, will be regarded as a serious issue within the Company and will potentially be dealt with using the Company's disciplinary or grievance procedures.
- All Staff will be made aware of the Company Policy on age discrimination.
- The Company's bullying / harassment Policies will cover age issues.

## **Pay and Conditions**

- The Company will award pay and benefits on an equal basis regardless of age.
- Any differential in benefits awarded as a result of length of service will be considered in the light of Legislation and will relate to loyalty or the increase and application of experience of the individual.